

## International Project Meeting Checklist

### A. General Project Meeting Topics

#### 1. Preparation

- ☐ Define the purpose and expected outcomes of the meeting
- ☐ Identify key participants, clarify their roles and expected contributions
- ☐ Consider some time for relationship building
- ☐ Prepare and distribute a clear, time-bound agenda (at least 24–48 hours in advance)
- ☐ Collect and share supporting documents, reports, and data ahead of time
- ☐ Confirm meeting logistics (time zones, duration, platform, access links)
- ☐ Test technical tools (video, audio, screen share, recording options)

#### 2. During the Meeting

- ☐ Open the meeting with clarity: recap the agenda, objectives, and context
- ☐ Establish and communicate ground rules e.g.:
  - ☞ Be punctual and present — cameras on when appropriate
  - ☞ One speaker at a time; avoid interruptions
  - ☞ Keep contributions concise and relevant
  - ☞ Use the chat function for brief notes or links
  - ☞ Assign a note-taker and timekeeper
- ☐ Keep discussions focused on agenda items
- ☐ Use visuals (slides, charts, shared docs) to aid understanding
- ☐ Regularly summarize key points, ask questions to confirm understanding
- ☐ Document decisions, action items, owners, and deadlines in real time

#### 3. After the Meeting

- ☐ Send a summary or minutes within 24 hours
- ☐ Include decisions, actions, responsibilities, and next steps
- ☐ Set follow-up dates for unresolved items
- ☐ Review meeting effectiveness: Did we achieve the objectives?
- ☐ Continuous improvement of the quality of the agenda and time management

## B. Cultural Awareness & Collaboration

### 1. Before the Meeting

- ☐ Check how you can best build relationship with participants – relationship means trust
- ☐ Research cultural communication preferences (direct vs. indirect)
- ☐ Consider hierarchical sensitivities — who should be informed or included
- ☐ Respect local working hours, holidays, and time zones
- ☐ Adapt your communication tone (formality, greetings, small talk)

### 2. During the Meeting

- ☐ Agree with participants on interaction norms, such as:
  - ☞ Clarifying the understanding of time, as waiting for participants has impact on whole group
  - ☞ How to give and receive feedback constructively
  - ☞ How to handle language challenges  
(Using clear, simple English, asking for clarification, rephrasing, avoiding jargon, giving time/possibilities to use translation aids)
  - ☞ When and how to interrupt or ask questions politely
  - ☞ Encouraging a supportive atmosphere for non-native speakers
  - ☞ Decisions made by consensus or clear lead confirmation
- ☐ Show respect for silence or pauses — some cultures reflect before responding
- ☐ Encourage inclusive participation — invite quieter voices
- ☐ Be mindful when conflict arises, focus on issues, not personalities
- ☐ Listen actively – sometimes also what is unsaid is important

### 3. After the Meeting

- ☐ Follow up individually
  - ☞ if cultural barriers may have limited input
  - ☞ to find out what went well and what did not
  - ☞ to seek feedback on meeting clarity, inclusiveness and comfort level
  - ➡ this will help you optimise your meetings in the future